

## EXHIBIT A

### SCOPE OF SERVICES TO BE PROVIDED TO CITY OF LOMA LINDA COMMUNITY DEVELOPMENT DEPARTMENT

The City of Loma Linda, in its sole discretion may select development applications or projects for assignment to Lilburn Corporation for processing with the cost of all services to be paid on a pass through basis by the project applicant.

Lilburn Corporation has recent experience providing planning and project environmental review services to the cities of Rancho Cucamonga and Loma Linda. Lilburn Corporation staff consists of both senior and junior level planners and environmental analysts with experience in projects similar in size and scope to those, which may be proposed in the City of Loma Linda.

Lilburn Corporation staff will stand ready to act as Community Development Department staff under the direction of the Community Development Director to review development applications, prepare Initial Studies/Notices of Intent to Adopt a Negative Declaration, prepare staff reports, meet with applicants, attend staff meetings (including Administrative Review Committee meetings), and attend Administrative Review Committee, Planning Commission, City Council, and other City committee meetings, as necessary.

It is anticipated that Lilburn staff will work from Lilburn Corporation's office and visit City Hall for initial project review and attendance at meetings. Services will include, but not be limited to the following:

- Review development applications for completeness
- Review development applications for compliance with City General Plan and Development Code
- Develop scope of work and cost for CEQA compliance
- Following Application approval and deposit of Applicant funds, prepare CEQA documents
- Prepare, post, advertise, and/or mail all legal noticing for CEQA and public hearings
- Prepare staff reports
- Meet with City Staff and Project Applicants
- Attend Administrative Review Committee meetings as determined by Planning Director
- Provide reproduction services

***Name, address, telephone, e-mail address, and fax number of the designated/specified consultant:***

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***Lilburn Corporation's accessibility, availability, and office location:***

Personnel assigned to the City of Loma Linda's work are all located in the San Bernardino office of Lilburn Corporation and are typically accessible during standard business hours 8:00 am through 5:00 pm Monday through Friday. All products developed as a result of this contract will be completed at the Lilburn Corporate offices located at 1905 Business Center Drive, San Bernardino, CA 92408.

***Estimate of Time and Cost to Complete an Initial Study for a "typical" Development:***

Assuming the typical development consists of new or infill development consistent with the City General Plan, and that the specialized studies (traffic, air quality, hydrology, biological, etc.) have been completed by the project applicant, an Initial Study including conclusions and recommendations generally can be completed within 3 weeks of receipt of the necessary information. Any special studies will require additional time and would be performed either by a consultant directed by the applicant or under subcontract to Lilburn Corporation. In either case, up to six additional weeks may be required to complete an Initial Study.

The costs to complete an Initial Study for a "typical" development could vary dependent upon the size and complexity of the project, the number of issues, and the agencies involved. However, we have developed the following cost estimate, which assumes the "typical" development consists of an infill project consistent with the City General Plan, and that the specialized studies (traffic, air quality, hydrology, biological, etc.) have been completed by the project applicant.

**Cost Estimate for a Typical Initial Study**

	Sr. PM \$110/hr.	Planner II \$65	CADD Design \$50/hr.	Word Processor \$48/hr.	Labor Hours	
					Hours	Costs
<b>CEQA Initial Study Tasks</b>						
1.1 Data Assembly and Preparation of Project Description	2	4		2	8	\$576
1.2 Prepare Draft Initial Study	4	36	5	8	53	\$3,414
1.3 Revise Draft Per City Comments	1	4		2	7	\$466
1.4 Prepare Draft Initial Study for Public Review	1	4		6	11	\$658
1.5 Prepare Response to Comments	2	10		2	14	\$966
1.6 Prepare Mitigation Monitoring and Reporting Program	1	4		1	6	\$418
1.7 Prepare Staff Report	1	4		1	6	\$418
1.8 Attend 1st ARC Meeting	2				2	\$220
1.9 Attend 2nd ARC Meeting	2				2	\$220
1.10 Attend PC Meeting	2				2	\$220
1.11 Attend City Council Meeting	2				2	\$220
Other Direct Expenses (reproduction, mailing, travel)						\$204
<b>TOTAL</b>	<b>20</b>	<b>66</b>	<b>5</b>	<b>22</b>	<b>113</b>	<b>\$8,000</b>

Notes: Estimates by task may be shifted with total costs not to exceed the total project budget  
Senior Project Manager may be replace with Planner II for some meetings or tasks.

*The hourly rate of assigned personnel:*

The previous table identifies the personnel that would be assigned to an Initial Study for a "typical" development. If a project requires additional personnel or personnel with more specialized experience additional personnel may be assigned based on Lilburn Corporation's Standard Schedule of Charges (Effective January 1, 2004 – December 31, 2004) is as follows:

<b><u>PROFESSIONAL SERVICES</u></b>	<b><u>HOURLY RATE</u></b>
Principal .....	\$150
Project Director .....	\$125
Senior Project Manager.....	\$110
Planner:	
• Senior Planner .....	\$90
• Planner III .....	\$75
• Planner II.....	\$65
• Planner I.....	\$55
Environmental Analyst:	
• Senior Environmental Analyst.....	\$90
• Environmental Analyst III .....	\$75
• Environmental Analyst II.....	\$65
• Environmental Analyst I.....	\$55
• Research Analyst .....	\$50
Biologist:	
• Senior Biologist .....	\$65
• Biologist II .....	\$55
• Biological Monitor.....	\$45
Designer/Drafter:	
• Senior Designer.....	\$75
• CAD Operator II .....	\$65
• CAD Operator I.....	\$50
Office Technician.....	\$50
Word Processor.....	\$48
Student Intern.....	\$45